

United States Embassy

Tokyo, Japan



The U.S. Embassy provides a good opportunity to work for high-ranking officials in an international environment

2004 FOREIGN SERVICE WRITTEN EXAMINATION (FSWE)

December 19, 2003

ALL ELIGIBLE U.S. CITIZENS

1. Examination Date:

We are pleased to announce that the FSWE will be given on April 24, 2004. This will be the only administration of the exam in 2004.

2. Eligibility Requirements:

To take the examination and to enter the Foreign Service you must:

- be a US citizen,
- be between 20 years of age and 59 years of age to take the exam to be appointed to the Foreign Service you must be at least 21 years of age and before age 60,
- be available for worldwide assignment,
- not have been previously separated from the Foreign Service for retirement, expiration of time in class, retirement based on relative performance or separation for cause.

3. Test Locations and Registration Materials:

The FSWE will be offered in approximately 200 locations nationwide and at most of the 260 Foreign Service posts. Registration materials will be available on the Department's website: WWW.CAREERS.STATE.GOV. Applicants will be able to register electronically directly on the internet. Registration will open in mid-January 2004. Registration booklets will also be available for those without internet access.

Candidates are encouraged to go to the State Department website:

WWW.CAREERS.STATE.GOV to download a suggested bibliography that can be used to prepare for the 2004 exam. Additional information will be available on the web site as it becomes available.

4. Deadlines:

Applications for the April 24 exam must be received by March 17, 2004 for foreign test sites, and March 24, 2004 for domestic test sites.

5. Study Guide Order Forms:

Order forms for the 2004 study guide are located at the end of the registration booklet, or can be downloaded from the Department of State website. The guide may be ordered by telephone from ACT, Inc., (319) 337-1429 or FAX (319) 337-1578. The price of the FSWE Study guide is \$15.00 with various additional charges for different delivery methods.

The guide is not available through the Department of State.

Potential exam takers should not write to the Department for registration information.